ASSOCIATE PROGRAMMER ANALYST

FLSA STATUS:
Non-Exempt

CLASS SUMMARY:

The Associate Programmer Analyst is the first and entry level in a three level IT Programmer Analyst series. Incumbents may be responsible for working closely with departments to determine if work systems are adaptable to computerized data processing in the areas of business systems, geographic information systems (GIS), and/or Internet/Intranet systems, and making recommendations for business process re-engineering or the development and implementation of computer programs.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for assisting with and learning how to perform the essential duties of the classification under close supervision. Journey positions are responsible for independently performing the essential duties of the classification.

The Associate Programmer Analyst is distinguished from the Programmer Analyst, which is responsible for performing professional level project management and coordination activities associated with process engineering, systems integration, resource requirements determination, and technical documentation.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		**FRE-QUENCY**
1.	Designs, codes, tests, and implements computer programs, databases, and/or other automated applications for small-scale projects based on input from users and/or applicable specifications.	Daily 30%
2.	Designs and implements modifications, enhancements, and upgrades to existing programs.	Monthly 25%
3.	Interviews users to determine operational requirements and translates needs into computer application designs; analyzes departmental procedures and/or problem areas with users; conducts feasibility studies to determine suitability for computer application development and/or modification.	Monthly 20%
4.	Develops and facilitates training for end users.	Weekly 5%? frequency

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
5. Assists in developing and maintaining project plans and schedules for the development and maintenance of information technology projects, which includes: identifying software and hardware requirements; conducting impact analyses; developing training and implementing considerations; and/or, performing other related activities.	Monthly 5%
6. Assists in documenting application programs at the system, application, and user levels.	Occasion-ally 5%
7. Assists in evaluating hardware and software; recommends and justifies purchase suggestions; works with vendors on the installation, operation, and maintenance of small-scale hardware and software products running on various computer systems.	Occasion-ally 5%
8. Assists in developing departmental technical standards.	Occasion-ally 5%
9. Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):
- Bachelor's Degree in Information Technology, GIS, or Computer Science and one year of related information technology experience are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):
Some positions, based on assignment, may require:
- Basic Class C License

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Knowledge (position requirements at entry):

Knowledge of:
- Computer programming principles, practices and techniques;
- Applicable programming languages;
- Database design, development, modeling, normalization and retrieval principles and practices;
- Project managment principles and practices;
- Software development algorithms and data structures;
- Database design, development, modeling, normalization and retrieval principles and practices;
- Principles, policies, practices and operations in assigned area of responsibility;
- Business methods and procedures;
- Feasibility study practices and methods.

Skills (position requirements at entry):

Skill in:
- Using computers and applicable software applications
- Analyzing business methods and procedures
- Developing and modifying computer programs
- Preparing technical documentation
- Analyzing, modifying, and creating efficient data processes
- Analyzing human and data work flow procedures
- Communicating technical information to a non-technical audience
- Time Management and multitasking
- Identifying business requirements, finding and evaluating alternative, presenting solutions, making recommendations, and following through to completion
- Identifying solutions to business problems
- Designing, coding, testing, and implementing technological programming solutions
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:
Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to life, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria ar met. Some positions may require more frequent walking, lifting and standing.

Note:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Draft prepared by Fox Lawson & Associates (LM)
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